



**Board of Trustees Meeting Agenda  
April 10, 2015**

**MEETING MINUTES**

**The Open Session of the Rhode Island Nurses Institute Middle College was called to order at 8:33 am on the above date at 150 Washington Street, Providence, RI, pursuant to the applicable provisions of the Open Meetings Act, so called other APPLICABLE SECTIONS OF THE General Laws of the state of the Rhode Island as amended.**

**Board Members Present:** Donna Policastro, Nancy McMahon, Gerald Williams, Jane Williams, Kara Misto, Angela Patterson, Jody Jencks, Charles Alexandre

**Excused:** Christine Rei

**Unexcused:** Michael Van Leesten

**Staff Present:** Pamela McCue, CEO, Mike Abney, CFO, Keith Oliveira, COO, Colleen Hitchings, Interim Chief Academic Officer, Patricia LaSalle, Executive Assistant

**Guests:** Jeanette S. Matrone, RIAC, Michael Beauregard, RIAC, Mary Sullivan, RIAC

**1. Call to Order/attendance**

Meeting called to order at 8:33 a.m. by Donna Policastro. A quorum was established. Mrs. Policastro asked if any Board members had a conflict of interest with any of the agenda items. No members declared a conflict of interest.

**2. Discussion/vote to approve February 12, 2015 meeting minutes.**

On motion by Ms. Patterson and seconded by Ms. McMahon, the present Board members unanimously voted to accept the minutes of February 12, 2015.

**3. Open Public Comment period**

None was provided

**4. Administrative Reports**

**i. Ms. McCue provided the following CEO Report to the Board:**

Charter Renewal

RINI received a preliminary charter renewal report from RIDE on April 3<sup>rd</sup>. A meeting to discuss the preliminary findings is scheduled for April 13<sup>th</sup>. We identified some factual errors in the report that we will discuss at this meeting. Overall the report is positive and we are confident to receive a renewal.

Kent Hospital Internship Program

Students began their internship this week and reported having positive experiences and are enjoying the opportunity. We again thank Jody Jenks for facilitating this opportunity for our students.

Building Update

RINI is undergoing lease negotiations with The Carphonato Group. School leadership has been meeting with the architect on design ideas. We are finalizing the Stage 1 application for housing reimbursement within the next 2 weeks to be submitted to the Department of Education.

### Cape Verde Trip

Our wine tasting fundraiser netted approximately \$5,500. We still need to raise additional money for the Cape Verde college trip and are setting up a Crowdfunder campaign. Three students have been selected through a competitive application process. Students must be 18 years old to participate. Students will earn 10 college credits. Students are very excited about this opportunity.

### PARCC Testing

Due to charter renewal site visit and preparation, we opted for the paper based testing. Forty-four 10th grade students took the ELA test, with only 1 student opting out. Fifty-eight students (both from 10 and 11 grade) took the algebra 1 and geometry test, with 8 students opting out. 11 ½ hours of classroom instruction was forfeited to participate in the PARCC testing. The end of the year assessments are scheduled for 4/28 and 4/29. Make up testing is scheduled for 4/30. NECAP Science grade 11 is scheduled for 5/19 and 5/20, with make ups on 5/21.

### Recruitment

(73) Acceptance letters were sent to new 10<sup>th</sup> grade applicants and (18) acceptance letters were sent to new 11<sup>th</sup> grade applicants. The goal is to have (80) students in both the 10<sup>th</sup> and 11<sup>th</sup> grade and (70) in the 12<sup>th</sup> grade. Next year's 12+ will have a class of 41 students. New acceptances combined with our current enrollment, leaves RINI with 21 students short of its full complement of 272 for the upcoming school year. Social media campaign worked, open houses were successful. Recruiting students from the 9<sup>th</sup> grade is challenging.

#### **ii. Mr. Abney provided the Finance report to the Board:**

The CFO reported that RINIMC has a very healthy cash reserve balance as of 3/31/2015. The CFO also reported that as of 3/31/2015 RINIMC, was expecting reimbursement for all quarter 3 CRP grant expenditures any day, as well as receipt of Medicaid quarter 2 reimbursement. As of 4/1/2015 all districts had been billed for their quarter 4 tuition, which RINIMC should expect to begin receiving in the next few weeks.

The CFO reported a healthy bottom line, and projected that by the end of the year the Organization would have a bottom line slightly under budget. This was primarily due to the reduced enrollment coupled with the increased emphasis on recruitment and advertising expenses throughout the year. This heightened emphasis on recruitment has led to increased anticipated enrollment for the fall of 2015.

## **5. New Business**

### **i. Discussion/vote on BCSB Investment Proposal-**

Mr. Abney provided hard copies and an explanation of the investment proposal as provided for Bristol County Savings Bank. Attorney Plain advised the Board to table this vote until the next board meeting to allow him time to view the Bristol County Savings Bank Investment Proposal. Chairwoman Policastro stated that the RINI Investment Policy was previously vetted through Attorney Plain's firm and approved by the board. The same policy was then submitted to BCSB to ensure the policy was followed completely in creating the investment proposal. Attorney Plain stated that due diligence will only protect RINI. On motion of Mrs. McMahon and seconded by Mrs. Patterson, the present board members unanimously voted to table the vote of the BCSB Investment Proposal until the next board meeting after the attorney has reviewed.

### **ii. Discussion/vote on amendment of the Charter to include 9<sup>th</sup> grade-**

Mrs. McCue began the discussion by stating that although we are attracting a number of students interested in our school and mission, we believe that we are not recruiting many more students that could benefit from and be successful in our program. The move from 8th grade (Middle School) to 9th grade (High School) is a huge transition for any child. Many students are quite challenged from that transition and spend much of the 9th grade year adjusting. Once that adjustment takes place, we have found that

many students are not willing to make another big transition again in the following 10th grade year. We have found that students who do make this additional transition to the Middle College are often exceptionally mature and understand the opportunities offered to them at the Middle College (college courses, workforce development, internships,) or have not adjusted well to a 9th grade high school experience. Those students who have not adjusted to their high school often find our model too rigorous and even further challenging to cope. Since we are the only Middle College in the state, this information could have only been collected through the 3 years of experience the school has had and not at the initial application for the charter.

Discussion ensued that this could be challenging that amending the charter to include a 9<sup>th</sup> grade would be beneficial in meeting the mission of the school. On motion of Mrs. McMahon, seconded by Dr. Alexandre, the present board members unanimously voted to request an amendment to the charter to include the 9<sup>th</sup> Grade for the fall 2016.

iii. Discussion/vote on RIAC affiliation

Dr. Jeannete Matrone and Michael Bouregard from the RI Action Coalition (RIAC) thanked the Board for allowing them time on the agenda to discuss this topic. They informed the Board that RIAC is an organization of volunteer health care and business organizations convened to act on the recommendations cited in the Institute of Medicine's report, *The Future of Nursing : Leading Change, Advancing Health*. The recommendations were based on extensive research to create a culture of health in this country. An action coalition exists in each state, all which are working on these recommendations. The goal is for RIAC to complete its work by 2020 and disband. RIAC has been in existence for five years. Although it has had some success, the executive committee of RIAC believes its structure needs to be reorganized and is seeking a partner as a fiscal sponsor. The idea came up to explore this partnership with RINIMC. Attorney Plain stated that we would need to know the legal implications of such a partnership. Board members agreed to explore this idea. On motion of Dr. Alexandre, seconded by Dr. Patterson, the present board members unanimously voted to institute an exploratory committee to further investigate RINIMC acting as RIAC's fiscal sponsor.

**6. Vote to reorder agenda-**On motion of Ms. Patterson and seconded by Ms. McMahon, the present Board members unanimously voted to reorder the agenda moving Executive Session, item 7 to next agenda item for business.

**7. Executive Session pursuant to R.I.G.L. §42-46-5(a)(2) Executive Session pursuant to R.I.G.L. §42-46-5(a)(1) – discussions of the job performance/character of a person or persons:**

Prior to convening executive session, Chair Policastro informed the Board that all persons affected have been notified in advance in writing and advised that they could have requested that the discussion be held at an open meeting. No requests were made.

- i. Executive Session- A motion was made Ms. Patterson and seconded by Dr. Alexandre to move into Executive Session. The present board members unanimously voted to move into Executive Session pursuant to 42-46-5(a) (1)-discussion of the job performance/character of a person or persons
- ii. Reconvene Open Session
- iii. Vote to seal minutes/votes taken during executive session  
A motion was made Ms. Patterson and seconded by Dr. Misto to seal the minutes of Executive Session. The present board members unanimously voted to seal the minutes at 10:30a.m.

**8. Fundraising Committee Report**

Angela Patterson, Chair of the fundraising committee reported that the Founder's Ball is scheduled for May 1<sup>st</sup>. The invites and sponsor letters have been mailed. 3 sponsors have committed. Over the next few weeks the fundraising committee will continue to reach out to secure more sponsors. Entire board was asked to sponsor this event through their organization.

**9. Discussion/vote regarding Administration's recommendation to Ratify employment agreement**

A motion was made Dr. Williams and seconded by Mrs. Jencks, The present Board members unanimously voted to ratify the employment agreement.

**10. Announcements for the good and welfare of the organization**

No announcements were made.

**11. Adjournment**

On motion of Ms. McMahon, seconded by Dr. Williams, it was unanimously voted to adjourn at 10:37 a.m.